



Indiana State Department of Health



Confidentiality Policy

Indiana Code §16-38-5-1 authorizes the Indiana State Department of Health (ISDH) to develop an immunization registry. The purpose of the registry is to consolidate immunization information among health care providers, assure adequate immunization levels, and to avoid unnecessary immunizations. This policy defines provisions under which the system operates.

Access is limited to sites that either provide immunization services or are required to ensure that persons are immunized. Patient specific information is only available to authorized users. "Authorized users" include ISDH, nurses, physicians, medical assistants, and medical clerks and may include office managers.

The privacy of participants and the confidentiality of information contained in the registry shall be protected at all times by all authorized users.

I. Provider Site Agreement

The Provider Site Agreement must be signed by the site manager or designee, who assumes responsibility for the proper use and protection of registry data at their site. Each site must designate authorized users, who will be issued user names and passwords. Each individual user must also sign the User Agreement stating that he/she has read the CHIRP Confidentiality Policy and agrees to abide by its provisions. This User Agreement must be kept with the employee personnel file as documentation.

The Site Manager will notify the CHIRP Support Center when accounts need to be deleted or created due to changes in personnel.

Users who willfully misuse information contained in the registry will have their access immediately restricted by ISDH. An incident report will be filed, and following investigation, appropriate action taken, which may include civil fines and penalties.

II. Consent

In accordance with state law, data may be reported to the registry without the specific written authorization of the patient.

III. Use of Registry Data

Authorized users may access the registry, when needed, to coordinate immunization services, assure adequate immunization, assess immunization coverage levels, confirm compliance with immunization requirements, control disease outbreaks, or to access it for reasons approved by the State Health Commissioner.

Health plans and approved researchers may request access to registry data for research and statistical purposes, determined in accordance with department rules. Health plans and providers may only access records of patients for whom they are clinically or contractually responsible.

Schools and licensed child care centers may be secondary users of the registry. Once authorized by signing the Site Enrollment Form and User Agreement, these users may access the system as "view-only" participants to verify patient records for compliance with school entrance requirements.

Parents/guardians and individuals may access a child's immunization record through their health care provider, local county health department or ISDH. Authorized users must allow the parent or guardian to inspect, copy, and if necessary, amend or correct their child's immunization records if he/she demonstrates that the record is incorrect by providing verifiable documentation of immunization.

IV. Security Procedures

All enrolled sites shall maintain reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of health information.

Registry staff may conduct periodic assessments on privacy and security policies.